



**CITY OF BROCKTON**  
**APPLICATION PROCESS CHECKLIST FOR DBSGOD APPLICATIONS**

Applicant: \_\_\_\_\_ Project Name: \_\_\_\_\_ File Reference: \_\_\_\_\_

Directions:

The **Applicant** should use this checklist to keep track of the various permits and hearings required to obtain all of the local approvals needed before a building permit application can be filed.

The **City Planner** should use this checklist to fill in the various dates and to keep track of the processes to ensure the City meets the required timeframe. Since there may be more than one permitting authority (e.g. the Planning Board, Conservation Commission), there is space to enter the appropriate dates for each of the potential permitting authorities.

Note that the required 180 day timeframe begins when the application is received by—and stamped by—the City Clerk (date in row 5), and all the processes are to be completed within that timeframe unless extensions are made.

Please refer to the Permitting Timelines for DBSGOD Applications and Article XVI of the Brockton Zoning Ordinance for additional information.

Key:

- A = Applicant
- B = Permitting Authority
- C = City Clerk
- O = Other Party
- P = City Planner
- Z = Zoning Officer

	Action	Who	Date	Site Plan Review	Wetlands/ River	Comments
<b>Application</b>	1. Pre-application meeting with city staff (in Planning Department; optional but highly recommended)	A, P				
	2. Obtain application package, determine which approvals are required	A, P				
	3. Obtain permit application forms from other departments, if required	A				
	4. Second Pre-application with city staff to determine application completeness (optional)	A, P, O				
	5. Application Package filed with Planning Dept.; one copy filed with City Clerk (clerk to stamp date/time received in space on DBSGOD form)	A,C				
	6. Individual applications forwarded to permitting authorities for completeness review.	P				
	7. Copies sent to other boards/departments for review	P				
	8. A Certificate of Completeness is issued	P				
<b>Public Hearing</b>	9. Hearing dates set by each permitting authority with coordination by Planning Department	B, P				
	10. First Notice of Hearing published, posted, and mailed (see c.40A, Sec. 11 for recipients)	B, C				
	11. Second Notice of Hearing Published (successive week following first published notice)	B				
	12. Reports from other City departments, boards, and officials received	B				
	13. Hearing is opened	B				
	14. Hearing extensions if necessary (written)	A,B,C				
	15. Hearing is closed	B				
<b>Decision</b>	16. Decision	B				
	17. Final Action (written decision and detailed record of proceedings filed with clerk, must be within 14 days of decision)	B,C				
	18. Written Decision is Mailed (see c.40A, Sec.9 for recipients)	B				
	19. Appeals (must be filed with City Clerk within 20 days after date #17)	A,O,C				
	20. Certification by City Clerk (after 20 days has elapsed since date #17)	C				
	21. Applicant records certified written decision with the Registry of Deeds	A				
	22. Substantial Use or Construction (must be started within 2 years or permit lapses)	A, Z				